



work-based learning



focus on the future



What is Work-Based Learning?

- **Partnership involving the school, employer, student, instructor, and parent**
- **Aligns in-school instruction with on-the-job training**
- **Opportunity to earn high school elective credit while learning and earning on the job**
- **Planned and supervised by the Work-Based Learning Instructional Leader according to a signed Training Plan and Agreement**

WBL Program Guidelines

- You represent the Work-Based Learning program, Hampton High School and the Henry County School System
- Demonstrate a cooperative attitude, abide by all rules set out in the WBL handbook and training agreement, and be punctual, responsible, and mature
- Excessive absences/tardies may result in point deductions/grade penalties
- Completion of school work takes *priority* over employment

WBL Program Guidelines

- **Students 16 years of age and older do NOT need a work permit.**
- **All work sites/job locations must be approved by your WBL Instructor**
- **WBL grade will be negatively affected if student is fired, quits, or falsifies WBL reports**
- **School bell schedule over-rides work schedule**
- **Attendance at all school meetings is required (Monthly)**

- Always notify your WBL Instructor when:
 - You are fired/released from work
 - You are interested in changing jobs
 - You have any school or work-related problems that affect your ability to maintain employment
 - You are absent from school but still going to work

Employment

- **Employ the student according to the WBL Manual guidelines – minimum number of hours are required**
- **Follow all federal, state, and local regulations regarding the employment of students**
- **Provide all training and instruction, supervise, and evaluate the student's work performance**
- **Communicate regularly with the WBL instructor to facilitate best possible work experience for student**

Student Responsibilities

- Obtain employment that relates to your career objective and coursework
- Remain on track for graduation
- Obtain parental permission
- Maintain and submit job-related documents in a neat, orderly and up-to-date manner
- Sign in/out daily in room 405
- Abide by all policies of the WBL Program

When you don't have a job ...

- **Notify your WBL Instructor immediately!**
- **Two-week grace period to find employment**
- **Maintain a job search log and submit this log weekly for two weeks for credit**
- **Zero points will be awarded if employment is not secured after the two-week grace period**
- **Early release privileges may be suspended**
- **This process must be approved by your WBL Instructor**

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- **Notify your WBL Instructor immediately!**
 - **Job Change Forms must be completed:**
 - **Student request for a job change (Form A)**
 - **New employer information and signature with new Training Plan and Agreement signed by all parties (Form B)**
 - **Two-week notice verification form from current employer (Form C)**
 - **Failure to follow these procedures may result in a failing grade during the current grading period**

Daily Sign Out

- Sign out each day in room 405 at your scheduled release time. **NOT BEFORE!**
- **MANDATORY – county policy**
- You are only authorized to sign yourself out
- Do not loiter (hang around) – leave school immediately after signing out-You are not allowed to be on campus during WBL period
- WBL sign out sheet is to be used when leaving school for work only. Follow school check-out procedures for all other reasons.
- *******Sign out will be done on the computer in Room 405, you will have a key fob to use. Lost key fobs are \$5.00 to replace.**

Employer Appreciation Required

- All Work-Based Learning students are expected to participate in the appreciation activity for their employer
- This activity is funded by students
- Cost = \$10.00 (CASH ONLY)
- Due by September 1, 2018

Practice Work

- Weekly wage and hour reports
- Daily sign-out

Assessment

- Orientation Test
- Monthly wage summary reports with copy of paystub
- Monthly Assignments
- Evaluations
 - Automatic failing grade in this category if fired from job, quit job w/o permission, and/or falsify WBL records

Exam

- Exams will be a 'take-home' project that will be due on a specific date during the last six weeks of the grading period.

Contact Mrs. Roberts

- 770-377-6417 Send text with your first and last name
- melissaroberts@henry.k12.ga.us
Email with your first and last name.
Check your email regularly
- Sign up for Remind
- Give this info to parents

Questions?

